

RECORDS RETENTION AND DISPOSITION SCHEDULE  
GENERAL SCHEDULE NO. 11  
COUNTY AND MUNICIPAL GOVERNMENTS  
PARKS AND RECREATION RECORDS

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The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

**APPROVED: Conley L. Edwards, State Archivist**

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EFFECTIVE SCHEDULE DATE: March 20, 2008

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**CONDITIONS FOR RECORDS RETENTION AND DISPOSITION**

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, audio-visual, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and with §§ 17VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Accident and Incident Files</u> This series documents accidents involving both individuals and property.	008080	Retain 3 years after occurrence, or if in litigation, until final disposition of case, then destroy in compliance with No. 8 on schedule cover page.
<u>Cemetery Records: Burial Cards</u> This series documents individual burials in locality owned or operated cemeteries.	008081	Retain permanently in locality, or may be offered to the Archives, Library of Virginia.
<u>Cemetery Records: Deed Stubs</u> This series documents ownership of cemetery property.	008082	Retain permanently in locality, or may be offered to the Archives, Library of Virginia.
<u>Cemetery Records: Interment Books</u> This series documents when and where individuals were buried in a given locality owned or operated cemetery.	008083	Retain permanently in locality, or may be offered to the Archives, Library of Virginia.
<u>Cemetery Records: Lot Owner Cards</u> This series documents ownership of individual burial plots in a given locality owned or operated cemetery.	008084	Retain permanently in locality, or may be offered to the Archives, Library of Virginia.
<u>Cemetery Records: Plot Diagrams</u> This series documents the location and layout of individual burial plots in a given locality owned or operated cemetery.	008085	Retain permanently in locality, or may be offered to the Archives, Library of Virginia.
<u>Development Records: Drawings, Plans, and Specifications</u> This series documents the planning, design, and construction of public park property and facilities. May include, but is not limited to preliminary plans, master plans, drainage/resource maps, aerial maps, site analysis drawings, construction plans, and as-built drawings.	008086	Retain 3 years after locality disposes of the property, building, or facility, then offer to the Archives, Library of Virginia. Destroy balance of records not accepted by the Archives.



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<u>Development Records: Land Title Files</u> This series documents ownership of public park property and facilities.	008087	Retain 3 years after locality disposes of the property or facility then destroy.
<u>Development Records: Equipment/Facility Repair and Service Files</u> This series documents the repair and routine service performed on public park equipment and facilities.		Refer to <i>General Records Retention and Disposition Schedule No. 16, General Services Records</i> for retention periods.
<u>Development Records: Maintenance Files</u> This series documents the maintenance and inspection of public park property, facilities, and equipment.	008088	Retain 3 years then destroy.
<u>Facility Rental Agreement Records</u> This series documents the rental/leasing of public park equipment and/or facilities.		Refer to <i>General Records Retention and Disposition Schedule No. 2, Fiscal Records, Series 010159, "Contracts"</i> for retention period.
<u>Instructor Contracts/Agreements</u> This series documents contracts/agreements for individuals to teach programs and courses offered by individual parks and recreation departments.		Refer to <i>General Records Retention and Disposition Schedule No. 2, Fiscal Records, Series 010159, "Contracts"</i> for retention period.
<u>Program Planning and Development Files</u> This series documents the planning, development, publication, and execution of various recreational programs offered by individual parks and recreation departments. May include, but is not limited to lesson plans, course/program descriptions, and instruction manuals.	008089	Retain until superseded then destroy.

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Registration Files</u> This series documents registrations for various courses and programs offered by parks and recreation departments during the year.	008090	Retain 3 years then destroy.
<b><i>Defunct Series – See GS-19 for current series</i></b> <u>Release Forms</u> This series documents individual liability release statements required for participation in various programs offered by parks and recreation departments during the year.	008091	Retain 3 years then destroy.
<u>Rosters</u> This series consists of a roster for adult and youth sports teams run through a parks and recreation department. Includes directory information for each individual team member.	008092	Retain 3 years after audit then destroy.
<u>Swimming Pool Operating Records</u> The series documents the operations of locality-run swimming pools. Includes documentation on water clarity, cleanliness, pH levels, and other information related to the health and safety of the bathers.	008093	Retain 1 year then destroy. 12VAC5-460-270.